

SETON HALL UNIVERSITY

COLLEGE OF NURSING

BY-LAWS OF THE FACULTY ASSEMBLY

ARTICLE I NAME OF THE ORGANIZATION

The name of the organization shall be the Faculty Assembly of the College of Nursing of Seton Hall University. Hereafter referred to as the Faculty Assembly.

ARTICLE II PURPOSE AND FUNCTION

Section 1 Purposes

The purpose of the Faculty Assembly shall be:

- a. To provide a democratic organization to carry out the functions of the Faculty Assembly.
- b. To foster the professional growth of the faculty.
- c. To foster a positive image of professional nursing in the University community.
- d. To act upon the recommendations of various standing and ad hoc committees of the Faculty Assembly.
- e. To submit recommendations to appropriate university and professional administrative bodies or person regarding the curriculum and governance of the College of Nursing.

Section 2 Functions

The Faculty Assembly functions to facilitate the following:

- a. Periodic evaluation of the purposes, objectives, structure and governance of the College of Nursing.
- b. Organization and implementation of all programs in nursing to be consistent with the philosophy, purposes, and objectives of the College of Nursing.
- c. Selection and organization of course content; evaluation of the programs as a whole as well as each course in relation to effective sequence and depth of learning experiences; and determination of the pattern of the curricula.
- d. Evaluation of proposals for Core III, departmental and inter-departmental programs, majors, courses and changes in curriculum and educational policy. Recommend appropriate actions regarding same to faculty.
- e. Definition of faculty qualifications and positions and formulation of policies for evaluating faculty effectiveness and productivity
- f. The provision of the process for appropriate membership and/or representation through election and/or appointment to college, university, professional, and community organizations.
- g. Faculty research and professional development.
- h. Ongoing professional development for nursing faculty and the nursing community at large through the provision of continuing education activities.

Amended-May 15, 2011

Passed by Faculty Assembly-November 18, 2011

ARTICLE III FACULTY ASSEMBLY ORGANIZATIONAL STRUCTURE

Section 1 Officers

The Faculty Assembly shall elect annually a Secretary and every 2 years a Chairperson, and a Vice Chairperson with staggered terms of office.

Section 2 Committees

The Chairperson of all standing and ad hoc committees of the Faculty Assembly shall report to the Faculty Assembly as specified in these By-Laws. All committees should have no more than 6 members unless stipulated by the particular committee guidelines.

ARTICLE IV MEMBERSHIP AND VOTING PRIVILEGES

Section 1 Membership

Membership of the Faculty Assembly shall be limited to all full-time teaching faculty, including faculty with administrative responsibility, but not administrators even though they hold faculty rank, as defined by the Faculty Guide. Administrators (Dean, Associate Dean, Assistant Dean) are regularly invited to attend Faculty Assembly meeting to give reports.

Section 2 Privileges of Membership

Only members of this assembly may vote, make motions and/or hold office.

Section 3 Visitor Attendance at Faculty Meetings

Faculty Assembly meetings are open. A request must be made to the Chairperson in advance of the meeting. The Faculty Assembly must approve the request for a visitor to attend a meeting.

ARTICLE V STANDING RULES

Section 1 Quorum

Fifty percent of the voting Faculty Assembly shall constitute a quorum in order to conduct business. The number on which the calculation of 50% shall be based shall exclude those faculty members on leave in any given semester.

Section 2 Motions

Main motions will be distributed by the maker of the motion to the Chair of the Faculty Assembly at least 48 hours prior to the faculty meeting and shall be posted by the maker on the Faculty Assembly website for all faculty to view within 48 hours prior to the meeting.

Section 3

Agenda

The agenda shall be prepared by the Chairperson in consultation with the Executive Committee.

A member wishing to place an item on the agenda shall make this known in writing to the Chairperson of the Faculty Assembly at least three working days prior to the scheduled meeting. The Chairperson shall distribute the agenda to each member of the Faculty Assembly at least 48 hours prior to the faculty meeting.

Section 4

Voting Methods

- a. A simple majority vote of those present shall be taken for most issues presented by the faculty. Exceptions are curricular revision, and amendments to the Bylaws which require a 2/3 majority vote of the eligible members present. (See Article IX for Amendments to the By-Laws)
- b. Hand vote shall be the preferred method
- c. Any member may move for a secret ballot at any time.
- d. Electronic voting may occur under the following circumstances, and other unique circumstances, at the discretion of the presiding officer.
 - i. To obtain the broadest participation by voting faculty members on motions of unusual significance, the presiding officer may schedule an electronic vote provided that the motion is first subjected to full discussion on the floor of the faculty assembly or the faculty assembly webpage wiki.
 - ii. If, in the course of voting on a non-routine matter, it becomes apparent no quorum is present, the presiding officer may elect to take the vote by electronic means, subject to faculty objection noted below. Electronic votes must be completed within five (5) business days of the faculty assembly meeting.
 - iii. No electronic vote shall occur if a majority of those present at the meeting object to electronic voting. In this event, discussion on the matter may continue, but the motion on the matter will be carried over to the next regularly-scheduled or called faculty assembly meeting in which there is a quorum.
 - iv. No result shall be valid unless a quorum of the faculty votes. The quorum for electronic voting is the same as the quorum for faculty assembly meetings. (SECTION 1)
- e. The Chairperson of the Faculty Assembly shall have the privilege to vote in accord with Robert's Rules of Order.

Section 5

Faculty Assembly Meetings

- a. Faculty Assembly meetings shall be limited to two hours in length. Faculty Assembly meetings may be extended for fifteen minutes by majority vote. Only two extensions of any one meeting shall be permitted.
- b. An unscheduled Faculty Assembly meeting may be called by the Chairperson of the Faculty Assembly, a quorum of the Faculty Assembly, or the Dean of the College of Nursing.

Amended-May 15, 2011
Passed by Faculty Assembly-November 18, 2011

ARTICLE VI RESPONSIBILITIES OF THE OFFICERS

Section 1 Chairperson

The Chairperson of the Faculty Assembly shall be a faculty member elected every 2 years. The responsibilities of the Chairperson shall be to:

- a. Preside at all Faculty Assembly meetings.
- b. Call at least two regular meetings of the faculty during each semester.
- c. Send written notification of all meetings, including an agenda, to the faculty members prior to the meeting.
- d. Communicate the decisions of the faculty to the appropriate administrative persons and bodies of the University.
- e. Serve as an ex-officio member of all Faculty Assembly committees except the Rank and Tenure Committee. There shall not be any other committee responsibilities for the Chairperson.
- f. Notify the Nominations and Elections Committee of vacancies within the College and University committees and organizations.
- g. Call and chair the meetings of the Faculty Assembly Executive Committee.

Section 2 Vice Chairperson

The Vice Chairperson of the Faculty Assembly shall be a faculty member elected every 2 years. The responsibilities of the Vice Chairperson shall be to:

- a. Assume the responsibilities of the Chairperson in the absence of the Chairperson.
- b. Serve on the Faculty Assembly Executive Committee.

Section 3 Secretary

The Secretary shall be a faculty member elected annually and will have no other Faculty Assembly Committee assignments. The responsibilities of the Secretary shall be to:

- a. Record in the minutes the actions of the organization, according to the following rules:
- b. Distribute minutes of prior meeting to each faculty member, the Dean, and the Provost at least 48 hours before the next meeting.
- c. Oversee the placement of a permanent file of minutes in the Archives. .
- d. Keep a permanent file of all main motions.
- e. File reports presented by Chairpersons of Committees of the Faculty Assembly.
- f. Serve as member of the Faculty Assembly Executive Committee.

ARTICLE VII COMMITTEES

Section 1 Standing Committees

- a. The Standing committees of the Faculty Assembly shall be:
 - Academic Integrity Committee
 - By-Laws Committee
 - Continuing Education Committee
 - Undergraduate Curriculum Committee
 - Graduate Curriculum Committee
 - Educational Policy Committee

Executive Committee
Faculty Development and Welfare Committee
Nominations and Elections Committee
Rank and Tenure Committee
Research Committee

- b. Members of the Faculty Assembly Standing Committees shall be appointed and/or elected by the Nominations and Elections Committee according to these By-Laws of the Faculty Assembly.

Amended-May 15, 2011
Passed by Faculty Assembly-November 18, 2011
Passed by Faculty Assembly-October 10, 2012

Section 2 Responsibilities of the Committees

The responsibilities of the committees shall be to:

- a. Elect a Chairperson and Secretary from the committee membership.
- b. Review the functions and structure every 2 years and submit changes, if any, to the Bylaws Committee and Faculty Assembly for approval.
- c. Determine its own quorum.
- d. Meet at least once each semester.
- e. Function according to Robert's Rules of Order.
- f. Restrict voting privileges to members of the committee.

Section 3 Functions and Responsibilities of the Committee Chairpersons

The Chairperson of each committee of the Faculty Assembly shall:

- a. Prepare an agenda and distribute it to members of the committee and the Chairperson of the Faculty Assembly at least one week in advance of the meeting.
- b. Arrange for a meeting place.
- c. Announce the time and place of the meeting at least one week in advance.
- d. Preside at the committee meeting.
- e. Provide a written progress report of the committee's activities, etc. to the Faculty Assembly.
- f. Prepare recommendations in the form of resolutions, have the resolutions placed on the Faculty Assembly agenda at least three working days before a meeting, have motions distributed to all faculty at least 48 hours before a meeting and present these motions for action at the Faculty Assembly meeting.

Section 4 Functions and Responsibilities of the Committee Secretary

The secretary of each committee of the Faculty Assembly shall:

- a. Call a meeting of the committee in the absence of Chairperson and ask for the nomination of a member to act as Chairperson pro tem.
- b. Distribute minutes of the committee meetings to the members of the committee, the Chairperson of the Faculty Assembly, the Dean, and the College of Nursing Archives (three copies).

Section 5

Academic Integrity Committee

PURPOSE:

Maintain academic integrity of students within the College of Nursing.

MEMBERSHIP:

- a. The Dean will appoint the Integrity Officer yearly who will act as the chair of the Academic Integrity Committee and will convene this committee as needed.
- b. Four (4) faculty members will be elected to Academic Integrity Committee. Two (2) undergraduate and two (2) graduate full time faculty on staggered terms.
- c. Two alternate faculty members will be elected to this committee. One (1) undergraduate and one (1) graduate full time faculty member.
- d. A minimum of two (2) student representatives (one graduate, one undergraduate) will be appointed yearly by the department chairs.
- e. Voting privileges: all members of the committee will be eligible to vote except the Integrity Officer.

FUNCTIONS:

- a. Establish and periodically review the Academic Integrity Policy.
- b. Investigate alleged violations of the Academic Integrity Policy.
- c. Recommend sanctions for the violations to the department chair and the Dean.

Passed by Faculty Assembly-October 10, 2012
Approved by Faculty Assembly-October 1, 2014

Section 6

By-Laws Committee

PURPOSE:

The By-Laws Committee of the Faculty Assembly shall revise and maintain the integrity of the By-Laws.

MEMBERSHIP:

The By-Laws Committee shall consist of at least three (3) members appointed by the Nominations and Elections Committee annually.

FUNCTIONS:

- a. Review the By-Laws of the Faculty Assembly at least every two years and recommend changes as needed.
- b. Recommend revisions and amendments to the By-Laws in accordance with the faculty's organizational structure.
- c. Review the By-Laws for congruence with the Faculty Guide, University Senate and By-Laws.
- d. Maintain the integrity of the By-Laws.

Passed by Faculty Assembly-February 6, 1991
Passed by Faculty Assembly-May 28, 1993
Amended-February 11, 1998

Section 7 Continuing Education Committee

PURPOSE:

To review Continuing Education activities for the purpose of awarding contact hours.

MEMBERSHIP:

- a. Minimum of six members drawn from all full-time faculty, one from each undergraduate division (Adult, Family, Community/Psych, Foundational) and one member from the Graduate department. They shall be elected on alternate years with staggered terms.
- b. The Nurse Planner of the Seton Hall University Provider Unit is a permanent member of this committee.
- c. All members of the committee are voting members.
- d. Fifty percent of the voting membership shall constitute a quorum in order to conduct business.
- e. A simple majority of the members present shall be required to approve a motion.
- f. Persons with relevant expertise will be invited to participate as appropriate in Committee discussions but will not have voting privileges.

FUNCTIONS:

- a. Provide Continuing Education activities in response to the needs of the nursing community.
- b. Adhere to the education design criteria established by ANCC/NJSNA for all educational activities.
- c. Award contact hours for activities that meet the standards of the ANCC Commission on Accreditation of the American Nurses' Association.

Passed by Faculty Assembly-February 6, 1991
No changes-May 28, 1993
Amended-February 11, 1998
Amended-March 27, 2007
Amended-May 5, 2010
Passed by Faculty Assembly-October 10, 2012
Approved by Faculty Assembly-October 1, 2014

Section 8 Undergraduate Curriculum Committee

PURPOSE:

The Undergraduate Curriculum Committee provides oversight to insure the overall continued excellence of the curricula of all undergraduate programs.

MEMBERSHIP:

The Undergraduate Curriculum Committee will include two faculty members from each of the four undergraduate divisions (Adult Health, Family Health, Community/Psych, and Foundational Nursing) and one undergraduate nursing student. The Associate Dean for Undergraduate Programs and Assessment is a member of this committee.

Faculty in each division will elect two representatives and an alternate. The student representative and alternate will be selected by faculty.

There will be three year terms for faculty and a one year term for the student representative. The terms of committee members will be staggered. There is no limit to the number of years a faculty member may serve.

FUNCTIONS:

- a. Ongoing review and evaluation of the curriculum to insure that the curriculum reflects the philosophy and mission of the College of Nursing, is cohesive across levels and programs, and meets high educational standards.
- b. Review measurements of outcomes including NCLEX scores and Hesi results and make recommendations and implement changes in curriculum each semester. Comparison measurements should be taken the following semester to evaluate the effectiveness of these changes.
- c. Acting as a resource to faculty in issues related to curriculum and professional standards.
- d. The responsibility of the curriculum belongs to the entire faculty. The Curriculum Committee can plan curriculum workshops to achieve necessary revisions and outcomes.

Passed by Faculty Assembly-February 6, 1991

No changes-May 28, 1993

Amended-February 11, 1998

Amended-May 17, 2011

Passed by Faculty Assembly -November 18, 2011

Passed by Faculty Assembly- October 10, 2012

Approved by Faculty Assembly-October 1, 2014

Section 9

Graduate Curriculum Committee

PURPOSE:

The Graduate Curriculum Committee provides oversight to ensure the overall continued excellence of the curricula of all graduate programs.

MEMBERSHIP:

In the Graduate Department, the entire graduate faculty will function as a Curriculum Committee.

FUNCTION:

Review and implement changes needed in the curricula of all graduate programs.

Approved by Faculty Assembly-October 10, 2012

Section 10

Educational Policy Committee

PURPOSE:

The committee shall be responsible for recommending academic policies to the faculty. These academic policies must be consistent with established university academic policies. Such policy shall include, but not be limited to, the College and University core and department or interdepartmental programs, majors, and courses. The committee shall consider the impact of its policy decisions for ongoing or proposed programs in other units of the University.

MEMBERSHIP:

- a. Membership of the committee shall consist of the chairperson of each department, one elected member of each of the four (4) undergraduate divisions (Adult Nursing, Family Nursing, Community/Psych Nursing, Foundational Nursing), two (2) members of the graduate department, one undergraduate student and one graduate student.
- b. Two student representatives (one graduate, one undergraduate) will be appointed yearly by the department chairs.
- c. The chairperson of the Faculty Assembly shall serve as an ex-officio member.
- d. Fifty percent of the voting membership shall constitute a quorum in order to conduct business.
- e. Voting privileges:
 - i. All members except ex-officio members are eligible to vote.
 - ii. Adoption of a motion shall require a simple majority vote (one more than one half of the votes cast) equal to a minimum of six (6). In the absence of a quorum, an electronic vote will be solicited from all members within one week.

FUNCTIONS:

- a. Evaluate proposals for core courses, departmental or interdepartmental programs, majors, and courses, and changes in curriculum and educational policy.
- b. Recommend appropriate actions concerning curriculum and educational policy changes to faculty.
- c. Provide a representative from the College to the University Academic Policy and Program Review Committees.

Passed by EPC-November 14, 1990
Passed by Faculty Assembly-February 6, 1991
Passed by Faculty Assembly-May 28, 1993
Passed by Faculty Assembly-May 5, 2010
Amended-May 15, 2011
Passed by Faculty Assembly-November 18, 2011
Passed by Faculty Assembly-October 10, 2012
Approved by Faculty Assembly-October 1, 2014

Section 9

Executive Committee

PURPOSE:

To facilitate the work of the Faculty Assembly.

MEMBERSHIP:

Consists of the officers of the Faculty Assembly--Chairperson, Vice-Chairperson and Secretary. Chairperson and Vice-Chairperson shall serve for two academic years with staggered terms of office. The Secretary shall serve for one academic year.

FUNCTIONS:

- a. Prepare the agenda for Faculty Assembly meetings.
- b. Establish the priorities of this agenda.
- c. Serve as an advisory group to the Chairperson of the Faculty Assembly.
- d. Insure the implementation of the actions approved by the Faculty Assembly.

Passed by Faculty Assembly-February 6, 1991
No Changes-May 28, 1993

Section 10 Faculty Development and Welfare Committee

PURPOSE:

Responsible for planning for selected aspects of faculty development of the Faculty Handbook, and organization of social activities for the College.

MEMBERSHIP:

Minimum of five full-time faculty members with at least one from each department appointed by the Nominations and Elections Committee annually.

FUNCTIONS:

- a. Organize selected continuing education programs.
- b. Assist in planning and implementation of social activities for the College of Nursing.
 - i. Recognize significant events in the lives of College of Nursing colleagues.
 - ii. Collect and spend faculty dues.
 - iii. Report activities and provide a financial report at each Faculty Assembly meeting.

Passed by Faculty Assembly-February 6, 1991
No Changes-May 28, 1993
Amended-February 11, 1998
Amended-May 15, 2011
Passed by Faculty Assembly-November 18, 2011
Approved by Faculty Assembly-October 1, 2014

Section 11 Nominations and Elections Committee

PURPOSE:

Make appointments as designated by College of Nursing By-Laws and conduct nominations and elections of faculty to appropriate College and University committees, institutions or agencies, and any office and committees created by the Faculty Assembly.

MEMBERSHIP:

Consists of three members elected by the faculty of the College of Nursing, each of whom shall serve two year terms of office which shall be staggered.

FUNCTIONS:

- a. Send out call for nominations, review and prepare ballot for election.
- b. Conduct elections according to the election process approved by faculty.
- c. Distribute ballots with voting procedure, which shall insure adequate time for all faculty to participate in voting.
- d. A simple majority vote of those voting shall be taken for most elections presented to the faculty. Exceptions are curricular revision, and amendments to the Bylaws which require a 2/3 majority vote of the eligible members present. (See Article IX for Amendments to the By-Laws)
- e. Count ballots and inform Dean, Chairperson of the Faculty Assembly.
- f. Chairperson of the Faculty Assembly shall notify members of the faculty in a timely matter of election results.
- g. Appoint faculty to committees as designated the By-Laws and/or as indicated by college need. Input from faculty will be sought prior to appointment.
- h. Report verbally or in writing to the College Dean, Chairperson of the Faculty Assembly and faculty about the Committee's work as needed at Faculty Assembly meetings.
- i. Hold elections for the committees of the Faculty Assembly in April of each year for the following academic year.
- j. Make appointments for the committees of the Faculty Assembly in April of each year for the following academic year. New faculty will be appointed to committees as available.
- k. Conduct special elections as needed during the year.

Amended-February 11, 1998

Approved by Faculty Assembly-October 1, 2014

Section 12

Rank and Tenure Committee

PURPOSE:

The purpose of the Committee is to consider faculty applications for promotion to the ranks of Associate Professor or Professor and tenure.

MEMBERSHIP:

The Committee shall consist of tenured members of the fulltime faculty. The ideal size of the committee shall be no less than five and no more than nine. With fewer than seven tenured faculty, all shall serve as members of the Rank and Tenure Committee and no election is necessary.

FUNCTIONS:

- a. Determines criteria for rank, promotion and or tenure using the Faculty Guide.
- b. Determines documentation which must accompany requests for promotion and tenure.
- c. Determines process and instrumentation related to rank, promotion and tenure review.
- d. Reviews all requests for promotion and tenure.
- e. Applies the criteria accepted by the faculty to requests for promotion/tenure within the various ranks using the Faculty Guide.

- f. Makes recommendations concerning requests for promotion and tenure to the Provost.
- g. Notifies applicant of recommendation in writing.

ADDENDUM:

On matters of promotion to full professor should a situation occur where there are fewer than (2) full professors on the Rank and Tenure Committee, the committee, in consultation with the applicant, will recommend additional full professors from similar nursing programs outside of New Jersey to review the applications and make recommendations. The choice of outside reviewers will be subject to approval by the Rank and Tenure Committee and by the applicant.

Passed by Faculty Assembly-February 6, 1991
 No changes-May 28, 1993
 Passed by Faculty Assembly-May 5, 2010
 Approved by Faculty Assembly-October 1, 2014

Section 13 Research Committee

PURPOSE:

To support faculty research efforts and to authorize requests from researchers to conduct research with students or to make use of the college facilities.

MEMBERSHIP:

The members will be appointed biennially by the Nominations and Elections Committee. At least four members will be appointed to achieve the following representation: one member from each department; all members with research experience.

FUNCTIONS:

- a. Support efforts that create a scholarly learning community. For example, provide opportunities for faculty to share their research.
- b. Review and approve/disapprove requests from researchers from within or outside the College of Nursing to conduct research with students in the College of Nursing as part of the pre-IRB approval process.

Passed by Faculty Assembly-February 6, 1991
 No changes-May 28, 1993
 Amended-February 11, 1998
 Amended-March 27, 2007
 Amended-May 5, 2010
 Amended-May 17, 2011
 Passed by Faculty Assembly-November 18, 2011
 Approved by Faculty Assembly-October 1, 2014

Section 14 Ad Hoc Committees

Ad hoc committees of the Faculty Assembly are appointed by the Assembly for some special work or purpose. An ad hoc committee expires with the completion of its work and the presentation of its report to the Faculty Assembly.

ARTICLE VIII AMENDMENTS TO THE BY-LAWS

Section 1 Introduction of Amendments

An amendment may be introduced at any faculty meeting providing it is submitted in writing to the membership at least five academic days prior to the meeting.

Section 2 Voting

A 2/3 affirmative vote of those members of the Faculty Assembly present shall be required to amend the By-Laws.

Approved by the Faculty of the college of Nursing-December 17, 1981
Amended by the Faculty Assembly-May 3, 1982
Amended by Faculty Assembly-May 15, 1984
Amended by the Faculty Assembly-February 13, 1989, March 10, 1989
Amended by the Faculty Assembly-May 24, 1990
Amended by the Faculty Assembly-February 11, 1998
Amended by the Faculty Assembly-March 27, 2007

ARTICLE IX CONDUCT OF MEETINGS

All meetings of the Faculty Assembly shall be conducted according to Robert's Rules of Order. The By-Laws of the Faculty Assembly shall take precedence over Robert's Rules of Order.

Approved by the Faculty of the College of Nursing-December 17, 1981
Amended by the Faculty Assembly-May 3, 1982
Amended by Faculty Assembly-May 15, 1984
Amended by the Faculty Assembly-February 13, 1989, March 10, 1989
Amended by the Faculty Assembly-May 24, 1990
Amended by the Faculty Assembly-February 11, 1998